

WATER QUALITY SAMPLER

DISTINGUISHING FEATURES

The fundamental reason the Water Quality Sampler position exists is to collect and preserve water samples for laboratory testing in compliance with all federal, state and local requirements. This classification does not supervise. Work is performed under general supervision of the Laboratory and Water Quality Manager of the Water Quality Division of the Water Resources Department.

ESSENTIAL FUNCTIONS

Collect and preserve water quality samples in accordance with federal, state, and local requirements. Sample locations include: distribution system sampling stations, well sites, water treatment plants, residential/commercial customers, sewer manholes, and industries.

Deliver samples to/from laboratories and appropriate field sites in accordance with chain-of-custody requirements. Operate, calibrate, and maintain technical sampling equipment.

Continually update files tracking sampling results and associated Chain of custody tracking information, correspondence, event log sheets, computer spreadsheets and databases, enforcement actions, and related documents.

Prepare computer spreadsheets, input data, perform mathematical calculations, and maintain budget records. Develop procedures, sampling analysis plans, and quality assurance plans as assigned by supervisor.

Conduct research and keep up to date on regulations. Prepare written reports, sampling plans, training plans, and work plans.

Attend meetings and training sessions. Complete administrative duties.

Attendance and punctuality are essential functions of this position.

Knowledge, Skills, and Abilities

Knowledge of:

Chemistry, Microsoft Windows operating systems; spreadsheet preparation and mathematical calculations.

Ability to:

Move and lift heavy objects (50 pounds or more) both short and long distances.

Walk up and down stairs and over rough terrain.

Work in adverse conditions including: extreme hot and cold temperatures, wind, rain, high volumes of noise and unpleasant odors.

Operate a personal computer including data input that requires repetitive hand and arm movements.

Perform mathematical calculations.

Establish and maintain effective working relationships with co-workers, supervisors, other departments and the general public.

Communicate effectively, both orally and in writing, with co-workers, supervisors, and the general public.

Education & Experience

Any combination of training, education or experience in sampling techniques and requirements, sample preservation and chain-of-custody.

Requires possession of a valid Arizona Driver's License with no major driving citations in the last 39 months.

Special Requirements:

Must be able to work weekends.

Must possess, or obtain within one year, Arizona Grade I Water Treatment Certificate and an Environmental Sampling Certificate from Arizona Department of Health Services.

FLSA Status: Non-exempt

HR Ordinance Status: Classified